



# **Career Development Training Course (CDTC)**



# Career Counseling

## Training

- Purpose - Primary source of training for the Career Development Team
- Formal Training
  - Any graduate of 4 week Command Career Counselor Course is qualified to instruct CDTC
  - Any graduate of the 2 week Career Information course is qualified to instruct CDTC



# CDTC

- **Informal Training**
  - **One** day for Active Duty and Drilling Reserves.
  - May be modified to fit Drill weekend



# Tracking

- The first task is to identify the Career Development Team members
- The next step is to verify their attendance at CDTC reporting to the command



# Prepare a GMT

- In the course of your duties as counselor, you will be required to make group presentation
  - The credibility of both your program and yourself can be enhanced or degraded by the quality of your presentation



# Type of

## presentations

- Stimulate

- Convince

- Informed

- Introduced



# Presentation preparation

- Analyze - audience, occasion, and location to determine the type of presentation
- Outline
  - Introduction
  - Main Body
  - Conclusion



# Delivery Techniques

- Nervousness - the most common dilemma faced by every speaker is that of nervousness
- Eye contact - Tells you what the reaction of the audience is and it creates the impression that you're talking personally to each member



# Delivery Techniques

- Platform Appearance - Movement has the effect of attracting the attention of the audience
  - The movement should be natural
  - Don't distract your audience by too much movement, but don't remain glued to one spot



# Delivery Techniques

- Delivery Rate/Voice
  - Some thoughts should be spoken slowly, some with feeling, and some with excitement
  - The quality of your voice has a direct bearing on the effect you will create
    - Make sure you are loud enough to be heard



# Audiovisual Aids/Equipment

- Aids
  - Charts
  - Graphs
  - Chalkboard/Visual Aid Panel (VAP)
  - Models or Actual Objects
- Equipment
  - VHS
  - Overhead Projector
  - 35-MM slide Projector
  - PowerPoint



# Questions

Any Questions?